



## Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

P.O. BOX 14350, 1776 MILITIA WAY

SALEM, OREGON 97309-5047

Comm: (503) 584-3849 (Army) / 3854 (Air)

DSN: 355-3849 (Army) / 3854 (Air)

<http://www.orport.ang.af.mil>

**BRAC affected units strongly encouraged to apply!**

### **Announcement #JF06-069**

#### **LEGAL ASSISTANT (OA) – Indefinite**

**(Selectee may convert to permanent status without competition)**

### **Nationwide Army/Air Technician Vacancy Announcement**

**Open Date:** 19 May 2006

**Closing Date:** **19 June 2006**

**Series/Grade:** GS-0986-08

**Salary Range:** \$40,494 - \$52,641 Per Yr

**ENL CMF:** 27D

**PD#:** 70475

**AFSC:** 5J0XX

**Location:** JFHQ-Command, Salem, OR

**Type of Appt:** Excepted **X** Enlisted **X**

**PCS is not authorized**

#### **Areas of Consideration:**

**First Area:** Current permanent full time technicians of the Oregon Army/Air National Guard.

**Second Area:** Current members of the Oregon Army/Air National Guard.

**Third Area:** Individuals eligible to become members of the Oregon Army/Air National Guard.

#### **Summary of Duties:**

##### **Introduction:**

This position is located in the State Headquarters of the Oregon National Guard, Judge Advocate General (JAG) Office. The primary purpose of this position is to provide comprehensive legal support to the full-time JAG, traditional (M-Day) JAGS, and Directorates of JFHQ Oregon Military Department as needed. In addition to performing paralegal services, this position is also responsible for overall administration of the legal office.

### Duties and Responsibilities:

Incumbent effectively operates and utilizes the Steno Scribe and Audio Scribe Court Reporting equipment for sustained periods of time and prepares Records of Trial; conducts legal research in order to prepare written analysis on a wide variety of legal issues to include federal, state and military law. Analyzes and evaluates case files to develop courses of action and ensures no deficiencies (*i.e.*, missing documentation, inconsistent material) are contained. Forwards cases to include comments, recommendations, regulatory/statutory citations, precedents, and other pertinent information to JAG staff members. If deficiencies are detected, takes corrective action to ensure cases are not delayed. Gathers sorts and collects evidence for full and part-time JAG staff to ensure completeness and availability prior to hearings. Ensures evidence is screened and evaluated for relevance and weight. Prepares legal memoranda, briefs, affidavits and answers to interrogatories for the appropriate JAG staff member. Interviews legal assistance clients, administrative board or courts-martial witnesses, investigation and Tort Claims Act witnesses. Prepares appropriate memoranda regarding witnesses' expected testimony and other details for the servicing JAG officer's review. Responsible for the scheduling and coordination of the convening of various administrative boards across varied timelines and locations. Coordinates the notification of board members and ensures proper prehearing briefings in compliance with applicable regulations.

Ability to coordinate all personnel actions for OSJA full and part time personnel to include, but is not limited to, accessions and promotion paperwork, travel orders, school enrolments and orders, OER / NCOER paperwork initiation and timeline tracking, award initiation, extension paperwork, and DA Form 4187 actions.

Knowledge of computers and office automation sufficient to perform research, accurately complete templates and compose form letters or original correspondence in conformance with Army and Air military correspondence standards. Ability to plan and organize assigned work. Management ability to oversee the day-to-day operations of the Office of the Staff Judge Advocate (OSJA) to include maintenance of both printed and electronic legal resources, computerized legal issue tracking databases, computerized and paper ethics conflict databases, workflow distribution among full and part-time staff, and oversight of office and computer supply requirements for OSJA. Only most critical deadlines are set by the supervisor. The incumbent uses independent judgment and knowledge of case status and applicable rules to establish internal suspense. Contacts are with fellow employees, attorneys, and with potential witnesses or sources of information where the employee must establish rapport and be skilled in interviewing techniques. The purpose of contacts is to motivate and prepare persons who may be hostile, unfamiliar, hesitant, or uncooperative to testify at hearings; or to gain voluntary compliance or agreement with persons or groups who have divergent allegiances, interests or objectives; or to influence skeptical or uncooperative persons by the use of tact, persuasiveness, and diplomacy in controversial legal situations.

### **Method of Evaluating Qualifications:** **Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS/AFSC related to the position. Mere possession of an MOS/AFSC is not necessarily qualifying experience; months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

<b>General Experience</b>
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Progressively responsible paralegal, clerical, office, or other work which demonstrates possession of the particular knowledge and skills needed to perform the duties of the position to be filled.

<b>Specialized Experience</b>
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On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants at the **GS-08** level must have **18 months** experience at the next lower grade or equivalent in the following knowledge, skill, and abilities (KSAs):

1. Certified ability to effectively utilize and operate the Steno Scribe and Audio Scribe Court Reporting equipment for sustained periods of time to produce verbatim and summarized Records of Trial as required.
2. Knowledge of legal reference sources and commonly used legal research procedures and methods sufficient to locate, analyze, and prepare reports on pertinent statutes, court decisions, legal opinions, and other legal documents.
3. Practical knowledge of federal, state, or military law, legal practice and administrative regulations as related to the National Guard Bureau, Department of the Army, Department of the Air Force, Department of Defense, and state and federal courts.
4. Knowledge of computers and office automation sufficient to perform research, accurately complete templates and compose form letters or original correspondence in conformance with Army and Air military correspondence standards.
5. Ability to communicate effectively and prepare legal briefs and summaries of analysis under pressure of tight timeframes and rigid deadlines.
6. Management ability to oversee the day-to-day operations of the Office of the Staff Judge Advocate (OSJA) to include maintenance of both printed and electronic legal resources, computerized legal issue tracking databases, computerized and paper ethics conflict databases, workflow distribution among full and part-time staff, and oversight of office and computer supply requirements for OSJA.
7. Ability to coordinate all personnel actions for OSJA full and part time personnel to include, but not limited to, accessions paperwork, promotion paperwork, travel orders, school enrolments and orders, OER / NCOER paperwork initiation and timeline tracking, award initiation, extension paperwork, and DA Form 4187 actions.

<b>Substitution of Education for Specialized Experience</b>
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High school graduate or the equivalent may be substituted for 3 months of specialized. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full- time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. For experience required in excess of 24 months, education in school above the high school level may be substituted at the rate of one academic year of education for six months of experience.

<b>Special Information</b>
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Unit of military assignment is JFHQ-Command in **ENL MOS: 27D AFSC: 5J0XX**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check will be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%